



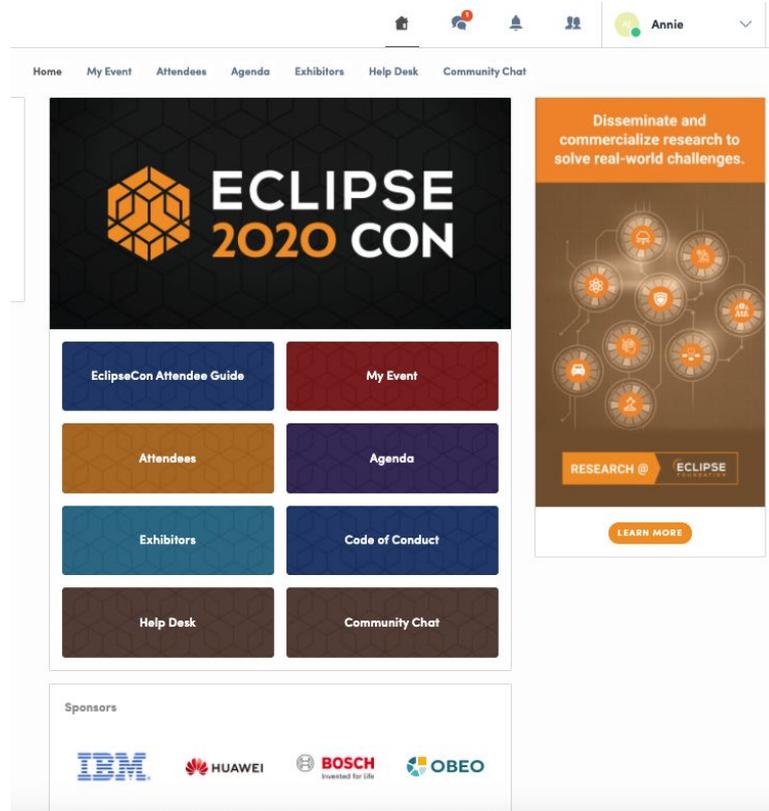
ECLIPSE
2020 CON

Attendee Guide

October 2020

Introduction

Welcome to the Attendee Guide. We are using Swapcard as our conference platform, and you will use this virtual platform to watch sessions and interact with attendees and sponsors.



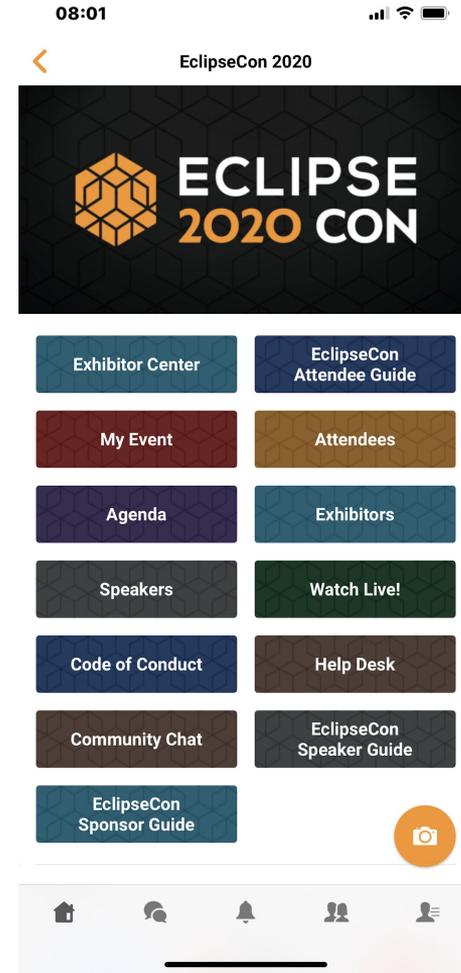


Desktop App and Mobile App

Desktop App and Mobile App

This guide is focused on how to use the Swapcard desktop app. The EclipseCon 2020 Swapcard mobile app offers the same features as the desktop app, with menus and other controls modified for the smaller format. Once you are familiar with using the Swapcard platform on the desktop, you should be able to perform the same functions in the mobile app.

To download the mobile app, search for “EclipseCon 2020” in the Apple App Store or on Google Play.





Access to the Virtual Platform

Access to the Virtual Platform

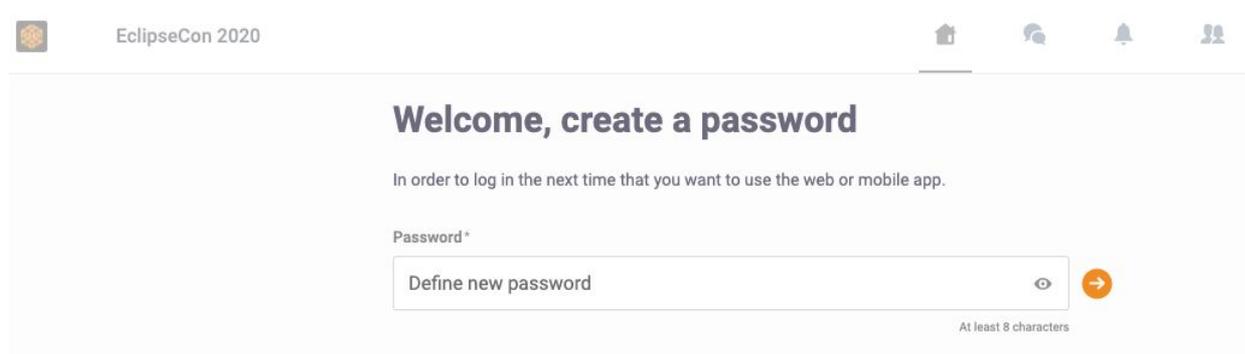
When the platform opens for attendee access, you will receive an email with the subject line “Welcome to EclipseCon 2020.” The email will be coming from [“hello@swapcard.com.”](mailto:hello@swapcard.com) If you don’t see that email, please check your spam folder.



Access to the Virtual Platform

When you receive the email, follow these steps for access to Swapcard:

- Click on the “Let’s Get Started” link in the email. This takes you to the login page for the event. You will be prompted to create a password for your account.
- Set a password.
- The next screen will be the Event Home and you can start engaging with the platform using the instructions below



The screenshot shows the EclipseCon 2020 login page. At the top, there is a navigation bar with the EclipseCon 2020 logo on the left and icons for home, chat, notifications, and user profile on the right. The main heading is "Welcome, create a password". Below this, a message states: "In order to log in the next time that you want to use the web or mobile app." The form is labeled "Password*" and contains a text input field with the placeholder text "Define new password". To the right of the input field is an eye icon for toggling visibility and an orange arrow icon. Below the input field, the text "At least 8 characters" is displayed.

A woman with dark hair and glasses is shown in profile, looking at a laptop screen. She is sitting at a desk with a pen and some papers. The background is dark and out of focus, suggesting an office or library setting. A bright orange horizontal bar is overlaid across the middle of the image, containing the text 'Detailed Attendee Orientation Video' in white.

Detailed Attendee Orientation Video

Detailed Attendee Orientation Video

For a general walkthrough of the platform, view the attendee experience in this in-depth overview provided by Swapcard: <https://www.youtube.com/watch?v=RUocs0wOX88>. All items mentioned are also covered in the information below.



Edit or Complete Your Profile

Edit or Complete Your Profile

There are two ways for you to access your profile. You can access it from the left side of your screen next to your photo (or where your photo will appear) by clicking “Edit,” or you can select “My Profile” from the drop down menu at the top right corner.

You’ll be redirected to your profile details. Your profile information (first name, last name, email address) has been transferred from your registration record. We recommend that you do not change these fields in your profile. Any edits you make to these fields will be reverted to the original information you entered in the registration system when the platform re-syncs with registration data.

If you would like to update the information you added when you registered, please contact registration@eclipsecon.org and we will make the update for you.

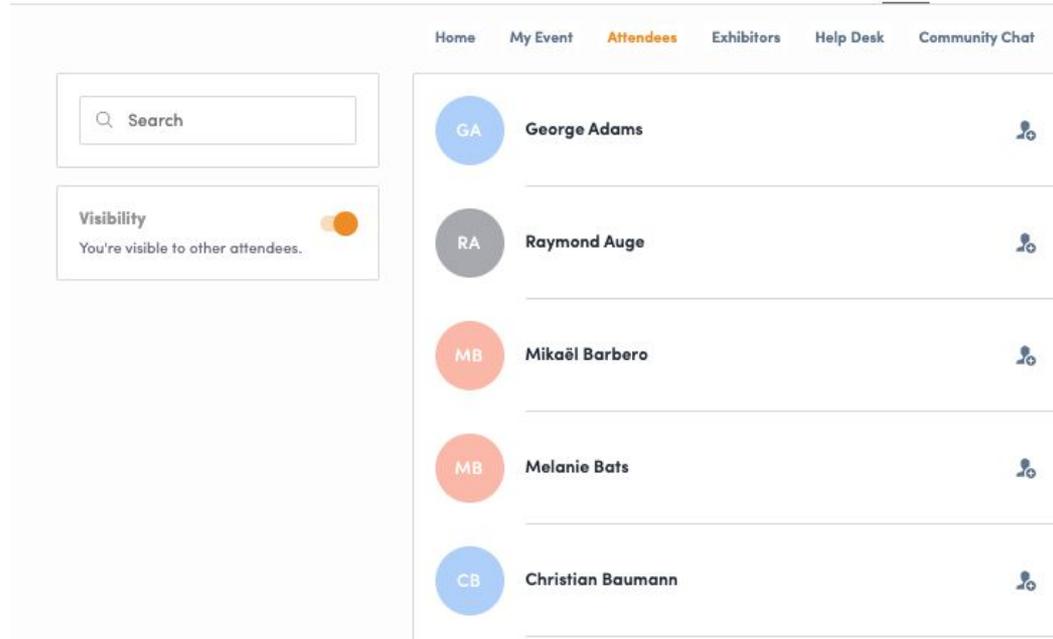
Here are the fields you can edit yourself or choose to leave blank in the event platform.

- ◆ Skills
- ◆ Bio
- ◆ Social Media Links
- ◆ Other Job Title (secondary title)
- ◆ Phone Numbers (mobile and landline)
- ◆ Address

Attendee Privacy

Attendee Privacy

- To protect privacy, only your first name and last name is visible in the platform until you update your profile to add more information.
- Important note: accepting connection and meeting requests (more details on those processes can be found below) will share your entire profile, *including* email. DO NOT provide information in your Swapcard profile that you do not want shared with accepted connections.**
- Also note that attendees can control their visibility within the platform. Only those with who wish to be visible will be listed under the Attendees menu and shown to other attendees



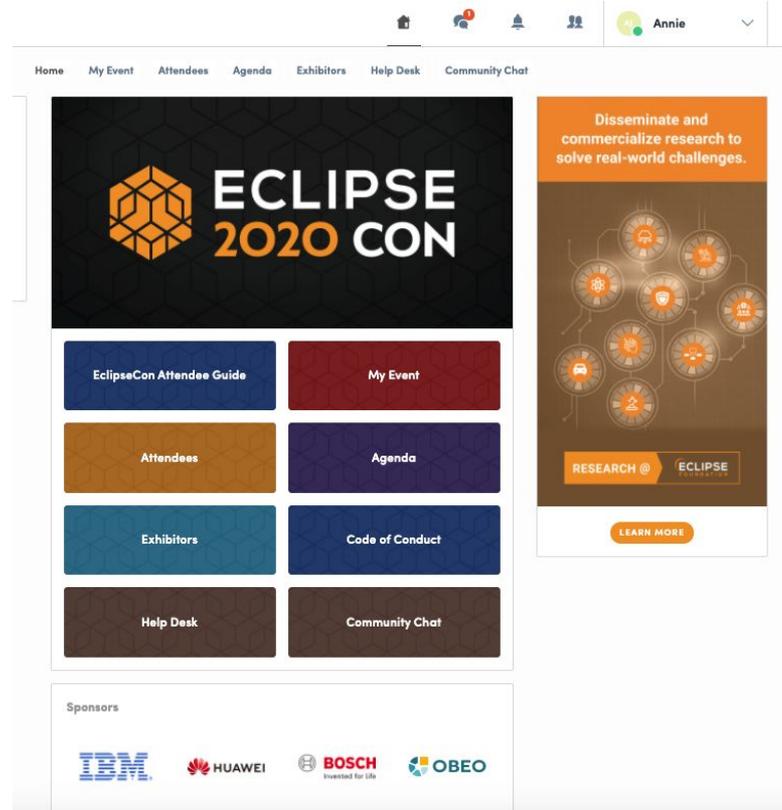
Navigating the Virtual Platform

Navigating the Virtual Platform

The Event Home contains a series of buttons that take you to various content pieces such as the attendee list, sponsor booths, chats, etc.

Don't be afraid to explore and get familiar with all the features of Swapcard.

When you first access the Swapcard platform, only some of the buttons will be visible. More will be added when the event starts.



The screenshot displays the Eclipse 2020 Con virtual platform home page. At the top right, there is a user profile for 'Annie' with a dropdown arrow. Below this is a navigation menu with links for Home, My Event, Attendees, Agenda, Exhibitors, Help Desk, and Community Chat. The main content area features a large header with the Eclipse 2020 Con logo and a grid of buttons: 'EclipseCon Attendee Guide', 'My Event', 'Attendees', 'Agenda', 'Exhibitors', 'Code of Conduct', 'Help Desk', and 'Community Chat'. To the right of the grid is a promotional banner for research with the text 'Disseminate and commercialize research to solve real-world challenges.' and a 'LEARN MORE' button. At the bottom, a 'Sponsors' section lists IBM, HUAWEI, BOSCH (Invented for Life), and OBEO.

Customize Meeting Availability

Customize Meeting Availability

By default, we have signed you up to be available for all meeting slots. Review the agenda and edit your availability for each meeting slot so other attendees can request to meet you only when you are free. To adjust your availability, select the “My Event” tab at the top. Select “My Meetings” in the left-hand column.

In “My Meetings” you will be able to set which times you are available for other attendees to request a meeting with you. You can also choose to make yourself unavailable for meetings.



Joining Sessions

Joining Live-Streamed Sessions - October 20 - 22

The Agenda area shows all sessions. To add a session to your individual schedule of talks you want to attend, click on the “+ calendar” icon to the right of the session title. That session will now be included on your “My Event” page. Click into an individual session to see more information. **Pre-registration is not required for live-streamed sessions.** Pre-registration is only required for sessions on Community Day (see next page).

Once the event starts, you can watch the talks in the video player on the Agenda page by clicking into one of the sessions currently being streamed. You can also access the video player by clicking on the “Watch Live!” button on the Event Home. You can use the “Live Discussion” window to interact with other attendees during the session on the Chat tab, submit or upvote questions for the speaker on the Questions tab, or participate in polls on the polls tab.

Make the session full screen to enlarge the player, and when you navigate to another area of the platform, the video will persist in the browser. After the live session is over, the archived video will be uploaded to the platform for replay after the event has concluded.

MONDAY 19 TUESDAY 20 WEDNESDAY 21 THURSDAY 22

2:00 PM
2:30 PM
Innovation Ecosystems: Building (Open Source) Commons for More Efficient and Sustainable Industries
Facing the digital age and embracing the "open innovation paradigm," an increasing number of industrial players have developed ecosystem strategie...
Community Day
All Rooms
Beginner

2:30 PM
4:00 PM
Meet the Automotive@Eclipse Community
This session is an introduction and overview of the working groups and related Eclipse projects. Please join us to learn more about what we are doing!...
Community Day
Room 3

2:30 PM
4:00 PM
Eclipse IoT Community Day
This session will include updates from IoT projects, plus a report on the current state of the Eclipse IoT Working Group and the Eclipse Foundation. At the end...
Community Day
Room 2

2:30 PM
4:00 PM
Eclipse SDK Meetup

Your schedule
Innovation Ecosystems: Building (Open Source) Commons for More...
Mon, Oct 19, 2020 2:00 PM

Joining Community Day Sessions - October 19

Except for the keynote talk at the start of the day, Community Day sessions are not live streamed but are set up as Zoom meetings. **Pre-registration in the Swapcard platform is REQUIRED for Community Day sessions** (except for the keynote). To register, go to the Agenda page and select October 19. Click on a session that you want to attend. Then click on “Register” on the top right of the page.

If you are registered for a session, you will receive a reminder ten minutes before the session begins. To join a Community Day session, go to your “My Event” page, click on the session, and then click on the Zoom link in the session details.

Community Day sessions (other than the keynote) do not have a “Live Discussion” window in Swapcard, since attendees will interact with the session in the Zoom call.

Meet the Automotive@Eclipse Community

🕒 Monday, October 19, 2020 2:30 PM to 4:00 PM

📍 Community Day

🏠 Room 3

Information

This session is an introduction and overview of the working groups and related Eclipse projects. Please join us to learn more about what we are doing!

🔗 [See more](#)

Registration Type: Required

Zoom link: <https://zoom.us/WcWRnakYzZIFsV3o1dz09>

Register for the session

Register for the session to prepare your schedule and receive a notification reminder before it starts.

[REGISTER](#)

A woman with dark hair and glasses is sitting at a desk, looking at a laptop screen. Her hands are on the keyboard. The scene is dimly lit, with a warm light source from the right. On the desk, there is a pen, a stack of papers, a small potted plant, and a glass of water. The background is blurred, showing office shelves.

Engaging with Attendees

Engaging with Attendees

Swapcard is known for its AI-driven matchmaking, allowing event attendees to connect with each other based on their platform profiles. The attendee list is displayed by “Most recommended profiles.” On the left hand side of the attendee list you can add keywords that will feed the matchmaking algorithm and refine the suggestions of people you should meet.

Click into an individual to view their profile. You can then send a “Connection Request” using the box on the right to start a conversation. If accepted, your contact information will be exchanged with that attendee. Unviewed Connection Requests will generate an email reminder. You can chat with people you have connected with by text and video call. More specifics about these functions can be found on the following pages.

At the end of the event, your contact list can be exported. To do so, click on the People Icon in the top menu and click the Download button on the left.

Setting up 1:1 Video Meetings

You can request a meeting from an attendee's available time slots. Within their profile, simply select a time, select that it will be a "Video Meeting" in the location field, introduce yourself, and send the request. You will get a notification when the attendee accepts and they'll be added to your list of contacts. The attendee will also receive a notification.

To view all your meetings, go to "My Event." You can also export meetings to add them to your calendar.

Starting Your Meeting

At the time of your meeting, visit the “My Event” area and click on the three dots next to the meeting to initiate the video call. In the meeting, you can screen share, as with any video meeting software.

From the “My Event” area, you can also click on the profile for the individual you’re meeting with to send a chat, score the contact, and add notes or tags to organize your contacts.

The screenshot displays a meeting management interface. On the left, there is a sidebar with three menu items: "My meetings", "My networking", and "My bookmarked companies", each with a right-pointing chevron. Below these is an "Export" section with the text "Add your upcoming sessions and meetings to your calendar application." and a button labeled "EXPORT TO MY CALENDAR".

The main content area shows a calendar view for "Tuesday, September 15, 2020". At the top right of this area is a toggle switch for "Display empty slots" which is turned on. A "CONFIRMED" badge is visible next to the date. The first meeting slot is from 6:00 AM to 6:30 AM, labeled "Meeting" and "Video Meeting". It features a profile picture of Britta Ehnebuske, an Event Specialist at MeetGreen. A context menu is open over this meeting, showing three options: "Send message", "Start a video call", and "Cancel meeting".

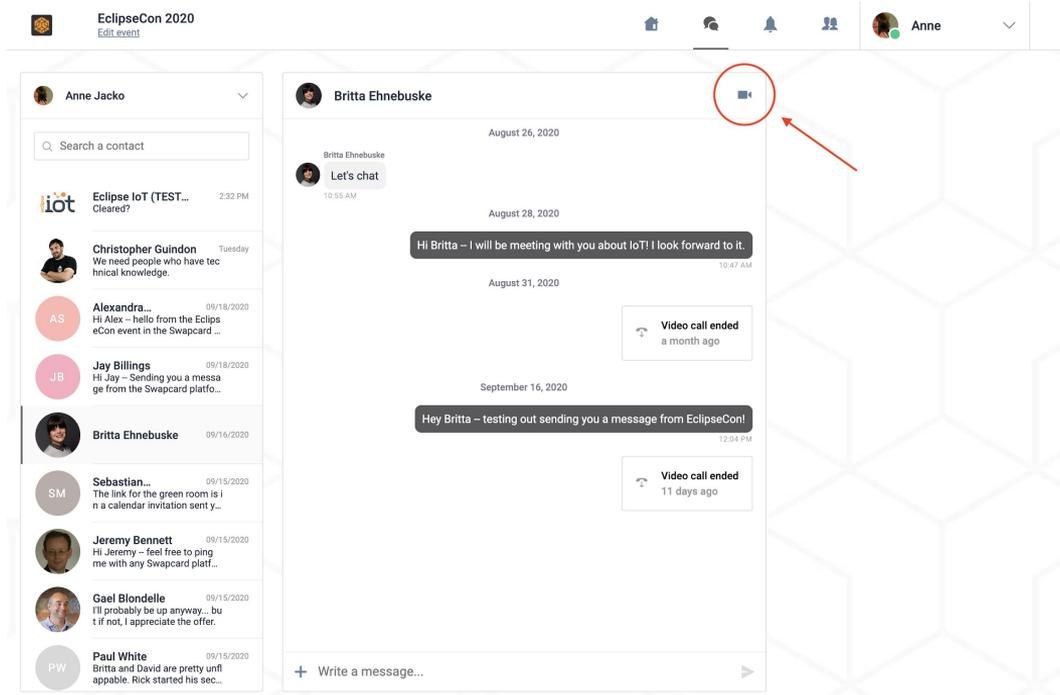
Below the confirmed meeting, there are several "Available for a meeting" slots, each with a "Make unavailable" link. The slots are:

- 6:30 AM - 7:00 AM
- 8:45 AM - 9:15 AM
- 10:15 AM - 10:45 AM
- 10:45 AM - 11:15 AM
- 3:30 PM - 4:00 PM
- 4:00 PM - 4:30 PM
- 4:30 PM - 5:00 PM

Messages and Instant Video

If you click on the Chat Bubble Icon in the top menu, you can see all attendees and sponsors you've chatted with. Responses will generate a notification over the Chat Bubble Icon, but an email reminder will not be sent.

From this screen you can also start an instant 1:1 video meeting by clicking the small video icon in the top right corner of the chat box. You can also share documents via chat.



Notifications

Unviewed meeting requests, unviewed connection requests, as well as approved and cancelled meetings, will generate both a red notification circle in the Swapcard platform. If you do not view these requests and clear the red circle within six hours, Swapcard will send you an email letting you know that you have notifications pending. (You can turn off email notifications in your account settings.)

Chats will only generate red notification icons in the web app.

You can adjust your notification settings by hovering over your name in the top right corner and viewing the “Settings” area.

Event Chats

You can engage with a larger group of attendees by visiting one of the chats.

The Community Chat is for general communication among attendees.

Use the Help Desk if you have a general question or problem with the conference platform.

Need Help?

Need Help?

We're here to make this an engaging and fun event!

If you need assistance with the virtual platform, click on the Help Desk button on the Event Home page and leave us a message.

Thank you!

Join the conversation:

 [@EclipseCon](https://twitter.com/EclipseCon) | [#EclipseCon](https://twitter.com/EclipseCon)



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Evaluate the Sessions

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